

**Maryland Public Libraries
Annual Report Requirements**

FY2019

System Name, Address and Contact Information

Kent County Public Library

408 High Street

Chestertown, MD 21620

Jacqueline M. Adams, Executive Director

Names of Board Members and Director

Charles Lerner, President

Elisabeth Tully, Vice President

Earl Runde, Treasurer

Valerie Overton, Secretary

John Queen

Michael Ferreira

Jacqueline M. Adams, Executive Director

Elected Officials: County Commissioners

P. Thomas Mason, President

Ronald H. Fithian

Robert N. Jacobs, Jr.

Annual Financial Statistics for the Fiscal Year 2019

- Total Budget (see attached audit)
- Total Budget by source (See attached audit)

Other Statistics

- Branches & Bookmobiles (3)
- Public Service Hours (2482)
- Materials Collection (32,923)
- Digital Items (98,040)
- Materials Circulated (161,162)
- Registered Borrowers (12,207)
- Information Questions Answered (2,527)
- Number of Library Visits (132,659)
- Number of Programs/Attendance (503/9,062)
- Meeting Room Use (302/6,821)
- ILL (received) (1,456)
- Personnel (13 FTE)
- Public Access Computers (33)
- Public Computer Sessions (12,553)
- Public WiFi Sessions (46,530)

2019 Highlights

Strategic Long Range Plan: KCPL began a new Strategic Long Range process in FY19 after successfully meeting nearly all the goals established in the former plan. Initially KCPL began to create the plan in-house but in early 2019 KCPL received a \$20,000 LSTA grant that enabled them to seek the services of an outside consultant. The Board of Trustees selected Spark Business Institute as the consultants to assist in this process.

Economic Impact Study: Thanks to a grant from ESRL, KCPL was able to work with Beacon (Business Economic and Community Outreach Network) from Salisbury University to create an Economic Impact Study for KCPL.

As part of this grant, funds were allocated for two presentations, one to the KCPL Board of Trustees/Foundation and one to the Commissioners of Kent County. This study sent an important message to our funders about the return on their investment in the library and the library's impact on our community.

Annual Report: Created a new 8x10 glossy format for the FY 18 Annual Report brochure that was distributed to local officials and organizations and made available to the public

Polaris: continued to refine procedures/practices of the recently acquired Polaris Integrated Library System. Staff participated on several ESRL committees to this end. Revised monthly statistical representation and results using the enhanced capabilities of the system.

Collections: Continued to analyze and refresh branch collections. Created data to analyze current and proposed collection size allowing us to coordinate highest circulating collections with the number of items in those collections.

Technology: Continued to provide services as needed to meet the technological needs of the community through one on one training and Technology/STEM programs for the public. KCPL continue to work with the Kent County IT Department to bring high speed Internet to the Galena and Rock Hall locations.

Library Space: All locations were evaluated to determine how to enhance and encourage collaboration, social interaction, and reading enjoyment. KCPL was awarded State Capital Grants in FY 2017 and FY 2018 to implement Project 20/20 by installing an updated HVAC system, redesigning the children's department, upgrading the electrical system and creating a collaborative/teen area with flexible plans for current and future technologies in the Chestertown Location. That grant was carried

over into FY2019 and the project was completed in early September 2019.

Partnerships: KCPL is honored to participate with Washington College and two other prominent local organizations in a grant from the Mellon Foundation for “Chesapeake Heartland: An African American Humanities’ project. The grant will launch an innovative, unprecedented three-year initiative to preserve, share, and curate more than three centuries of African American history in Kent County, while developing a new model of public history that can eventually serve other communities around the Chesapeake region and even beyond. KCPL also provided numerous public programs in partnership with multiple community organizations (see below).

Outreach: KCPL maintained outreach to major organizations and civic entities. We initiated and maintained these valuable community partnerships and collaborations so that the community will better use and value library services (see examples below)

Fine Free: KCPL is moving toward becoming fine free library. The Board of Trustees approved a “Fine Free” February in FY 2019 and enacted a second annual “fine free summer” for Children’s books in FY 2019.

Safety: KCPL partnered and shared costs with the Kent County IT Department to install security cameras on the building perimeter and in the parking lot of the Chestertown Branch. As part of a safety review, KCPL staff attended Workshop on Keeping the Library Safe: instructions and best practices. KCPL had a bed bug infestation in FY2019. As a result, staff procedures were put in place and KCPL contracted with a pest management company to inspect the library on a quarterly basis

Policies: The Board of Trustees continued to review and revise policies over 5 years old and created new policies to address current issues

Summer Reading: The Foundation for the Kent County Public Library was again the recipient of a \$6,500 PNC Grow up Great Grant to support the

FY19 summer reading program. We had 250+ children register and an 81% completion rate out of the children who participated. There were 1,700 attendees for a 7-week summer program. KCPL brought in two science storytellers to all three locations, had several space themed hands on programs including Galactic Pendants, Science of Spectroscopes and Out of This World Crafts. Additionally, we provided two special evening family storytimes for our youngest patrons where they got to be astronauts and create some beautiful light up fireflies. These family programs are extremely valuable in showing what the library has to offer, modeling positive parent/child interactions, and teaching families the importance of purposeful play. Our main target was the families located in our Title I school districts, but we were able to reach children and families from all areas. By partnering with our local schools' Explore It! Program, we are able to offer several programs targeted to each age group that featured our reading and music literacy goals. New this year, we were also able to offer a community grand prize to one child who won a Chromebook as part of their summer reading adventure.

Board of Trustees: Trustee membership remained constant in FY19 and their engagement remained high. FY 2020 will see three new members added to the Board.

Supporters: The community, in the form of the municipalities, volunteers, the Friends of the Kent County Public Library, the Foundation for the Kent County Public Library and the general community continued their support.

Grants: In addition to the LSTA grant for the Strategic Range Plan, KCPL was awarded two LSTA Staff Development Grants that enabled two staff members to further their formal education and 8 staff members to attend the MLA Conference.

2019 Service Highlights

Children and Teen Activities

KCPL served 6,203 patrons at 260 youth classes/events

STEM

- Sounds of Science
- Science of Sound
- 3Doodlers
- STEM Festival involving community partners
- Futuremakers
- Lego Build
- Diego Rivera Murals
- Paper Towel Roses
- Spiderman into the Spiderverse

Children's/Family Programs

- Noon Year's Eve
- Turtle Dance Music Concert
- Nursery Rhyme Concert with Mr. Sam
- Everyday Instruments
- Didgeroo Down Under
- Guitar Pick Art
- Challenge Island: Mythology and Music
- Family Films
- Nature Sounds with Beth
- Tooth Fairy Storytimes
- Tie Dye
- Tots of Fun
- Gingerbread Houses
- Six Movies
- Happy Birthday Dr. Seuss
- Author Visit: Naomi Shihab Nye
- Tea Party Festival Bonnets
- Mindful Start Yoga

Teens

- Teen Writers
- Teen Film

School Partnerships

- Chestertown Head Start Storytimes
- Pre-K Storytime Field Trips
- K Storytime Trips
- Milk and Cookies Read Aloud Club
- School Registration Visits
- Summer Reading School Visits
- Garnet School Summer Camp Visits
- Summer Reading Kick Off David Darwin

Community Outreach

- Millington Outreach: Turtle Dance Music
- Community Center: Explore It Partner Fair
- Let's visit Garfield Center for the Arts
- Gather Round at the Garfield center for the Arts
- Betterton Storytime
- Mid Shore Dance
- Brandywine Zoo
- Millington Day

- Galena Parent's Night

In addition:

- Regularly scheduled Story Times
- Baby Story Times
- Preschool Adventures at all locations

Adult Activities

KCPL served 2,859 patrons at 243 classes/events including:

- Tech Savvy Librarians
- Escape Junk News
- Maryland Extension Service Nutrition Series
- Essential Oils for Wellness Series
- One Maryland One Book Programs
- Legacy Day: African American Genealogy
- Writers' Tutorials
- Happiness Hours Creative Series
- Out of the Box: Modern Board games for Adults
- 3Doodler for Adults
- National African American Read In
- Environmental Art Reception
- Seed Swap
- Mindful Journaling Series
- Author events: Joseph Fitzgerald, Mary Ann Shadd Cary, Casey Cepp, Life as a Radio Freelancer
- One Day University sessions: Science of Sleep and Stress, Psychology of Humor

Ongoing adult classes/opportunities

- Needlecrafters group
- Weekly films for public viewing and discussion
- Three Writers Groups
- 4 KCPL sponsored book groups and assistance to over 10 community book groups
- Weekly Chess Club
- Upper Shore Beekeepers
- Family History Discussion Group
- DLLR Veterans representative regular visits

Partnerships

KCPL is very proud of our continued relationship with our community partners:

- Swag Empowerment Youth Group
- Your Vote Your Maryland
- Kent County Public Schools “Raising a Reader”
- Booth at Dixon a local manufacturer on their staff day
- Booth at local Homeports day for Senior Citizens
- Kent County Chamber of Commerce: KCPL hosts an annual “Business after Hours”
- League of Women Voters: regularly hold candidate forums and co-host an annual African American History Month program
- Board of Elections: Chestertown Library is a designated polling place for early voting and a precinct location on election day

- Maryland Extension Service offers an annual Horticulture Program Series
- MD Health Connection
- Historical Society of Kent County
- Maryland Department of Disabilities
- Kent Center
- Kent County Arts Council
- Chestertown Recreation Commission
- Kent County Health Department
- Kent County Department of Social Services
- Washington College and the Washington College C.V. Starr Center
- Chesapeake College
- Sassafras Environmental Education Center has an annual exhibit
- Mid Shore Pro Bono
- Judy Center of Kent County
- SCORE holds annual classes
- Pepco holds annual hearings
- AARP Tax Preparation throughout the entire tax season
- Chestertown Tea Party Celebration and Storytime

Meeting Room Use

KCPL made 302 meeting room reservations for 82 outside organizations with 6821 attendees including:

- Kent County Board of Elections
- U.S Coast Guard Safe Boating Class
- Workforce Development Job Fair

- Project H.O.P.E.
- Mid Shore Pro Bono
- Chestertown Garden Club
- Headstart
- MD Insurance Outreach
- Community Mediation Upper Shore
- American Red Cross
- Compass Regional Hospice
- Notary University
- Sage Title Company
- Kent County Teacher's Association
- Bayside HOYAS (Help our Youth Achieve Success)
- National Music Festival
- Woman's Literary Club
- Rotary Board
- New Yarmouth Questers
- Nature Club
- Kent County Job Fair

FY 2019 Budget

The attached Financial Statements Audit Report and Management Letters contain information on budget issues and provide significant financial highlights for FY 2019.